



CREST DRIVE COMMUNITY TEAM CSS PROCESS MEETING SUMMARY

City of Eugene
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Introduction

The May 4th CDCT meeting was held at the Washington Park Community Center from 7 P.M to 9 P.M. Margot Helphand facilitated the meeting. A participant sign-in sheet is attached on page 5.

The May 4th agenda developed at the previous meeting follows:

- 1. Meeting Overview and Agenda Check**
- 2. Meeting Summary Check-In**
- 3. Confirm Group Agreements**
- 4. Mission Statement Development**
- 5. Work Plan Development**
- 6. Issue Bin**
- 7. Meeting Location Change: May 25 and July 6**
- 8. Next Meeting (Agenda Setting)**

Meeting Overview, Agenda Check, and Meeting Summary Check-In

The meeting began with a brief description of the evening's agenda. Immediately following the agenda check-in, the CDCT was polled for any questions or comments regarding the previous meeting summary. Participants initiated a conversation about alternate roles as a follow up to the previous CDCT meeting. Additional questions raised about alternates revolved around representation of streets, voting privileges and general meeting participation. Much of this conversation revisited conversations from previous CDCT meetings. Margot suggested choosing between two options regarding alternates and then polled the group for support. The options and voting results were:

- Only members participate in decision-making (8 votes)
- Alternates may participate in decision-making only if the assigned member is absent (8 votes)

Margot suggested the CDCT move forward using the existing group agreement regarding alternates that state, "Alternates attending in the absence of a group member will participate in any decision." The CDCT agreed with this suggestion and added one new item to the decision making section of the group agreements. This item states, "Alternates may participate in any CDCT discussions."

Several questions were asked by CDCT members during this time. In regard to a statement made by City Manager Dennis Taylor, one participant questioned whether the CDCT could be held liable for any decisions it makes. City staff responded that the City Manager's statement referred to liability of committees and other groups using City facilities in the event that someone is injured on site. Another CDCT member voiced concern that the group was moving forward without broad neighborhood support. Margot and City staff noted that the CDCT was on the verge of launching into the broad public involvement piece to be outlined and developed in the CDCT work plan. Once these questions were answered, the group moved forward on confirmation of the group agreements.

Confirm Group Agreements

Several minor edits and additions were made to the CDCT group agreements during this agenda item. After discussing each edit and addition, Margot polled the CDCT for support of the final document with changes. Members indicated broad support using the consensus model and were then asked by City staff and Margot to sign the final version so it could be presented to the Eugene City Council at the May 8th work session. All members present signed the document. The final version is attached on page 7 of this meeting summary.

Mission Statement Development

After checking in with the group, Margot presented a potential draft version of the CDCT mission statement. She explained that its elements were derived from existing documents related to the CDCT including the process training meeting summaries. Her draft follows:

“To develop a preferred design for the identified sections of Crest, Storey, and Friendly using the context sensitive solutions process.”

Once introduced, CDCT members had an opportunity to provide input and suggestions about the draft mission statement. The discussion began with questions by members. Initially, several CDCT members voiced concern about focusing the CSS process on the identified sections of Crest, Storey, and Friendly. Concerns expressed by some street representatives can be summarized by the following:

- Why were these street sections identified?
- It is inappropriate not to involve other streets in the neighborhood.
- The traffic analysis of identified street sections is inaccurate.
- The previous process (street identification) was flawed.
- Improving only the identified sections will be unfair to the neighborhood as a whole.
- Previous processes suggested classifying these streets as collectors.
- Is a mission statement necessary to continue?
- Streets should not be engineered to change the existing traffic flow.
- There is distrust from past traffic studies and meetings.
- Why do we have to call the street sections “affected” or “identified”? Why not describe it as “the neighborhood” in the mission statement?

Throughout this conversation, City staff provided responses to these questions and comments. They include:

- Street sections were identified through traffic analysis, past processes, and by the Eugene City Council direction.
- The project must have boundaries and we have to start somewhere.
- The identified street sections carry most of the traffic, they are emergency routes, snow routes, they carry alternate modes, and LTD uses them for bus routes.
- The CSS process and designs produced by it can be applied to streets throughout the neighborhood. There is nothing to preclude the City from improving all of the streets in the neighborhood.
- If the CDCT follows its group agreements, the process will work.
- We can’t look at these three street sections in a vacuum; however we must have finite boundaries for budgeting.
- The Eugene City Council decided to set aside street classification here and focus on designing and improving these streets; the level of design detail on these sections will be great.
- The City’s intent is to finish the process, design the streets, and make improvements. The mission of this group is to get the design right.

- Identifying the neighborhood as opposed to the street sections would make the process too broad and would be too difficult to budget and scope.
- The Eugene City Council directed City staff to work with neighbors on the design of the identified street sections (Crest, Friendly, and Storey)

Margot briefly interrupted the conversation to poll the group as to their support for the draft mission statement. She asked, “Does the mission statement seem a reasonable place to start forming your work plan?”

Initially, individual CDCT members responded negatively to the proposed mission statement because of its reference to the identified street sections. After polling approximately half of the CDCT members present, one member suggested that the CDCT was a committee composed of representatives of the three identified streets. The member suggested that the proposed mission statement would be feasible with minor modifications. Another member noted that returning to the City Council to begin with new streets would be disastrous.

Polling continued with related conversation; another CDCT member noted that “there was never any doubt we would be looking at these three streets.” City staff were polled last after other CDCT members. Staff were comfortable with the proposed mission statement and made the following statements, “If we agree on these three streets, then the CDCT can move forward with the public process. In that process, if we find we are totally off-base with the selection of these three street sections, then there may be reason to change. We must be cognizant of existing budget constraints.”

City staff also noted, “I appreciate these comments; to clarify, the budget is for the CSS process, not for actual design and improvement of these street sections. To answer the question of why these three streets were chosen, it came from previous studies and from City Council direction. Eventually, all of the streets in the neighborhood will be improved. There is no hidden agenda in picking these three street sections; the City has set aside the classification concept for this area. We are all involved in this process and we will work using a common language and understanding of the issues at a pace everyone can follow.”

At the end of this discussion, several additional questions were posed about specific design issues such as street cross-sections and widths. Margot and City staff replied that these questions would be included in the larger work plan conversation. Following this discussion, Margot polled the group as a whole for specific changes to the mission statement. Several additions and edits were made to the mission statement before the CDCT supported it using the consensus model. The final CDCT mission statement reads:

“To recommend a street design for the identified sections of Crest Drive, Storey Boulevard, and Friendly Street using the context sensitive solutions process while taking into account the entire neighborhood context.”

Announcements

Before proceeding with the City presentation on typical engineering processes, two announcements were made. First, City staff announced location changes for the next two CDCT meetings:

Thursday, May 25th: Tykeson Room, Eugene Public Library (7 P.M – 9 P.M.)

Thursday, July 6th: Hilyard Center, 2580 Hilyard (7 P.M – 9 P.M.)

Second, Steven Hecker and Kim O’Brian resigned from the CDCT after having moved out of the area. It was announced that their replacement would be Laura Bailey. Cathryn Treadway volunteered to bring Laura up to speed on the CDCT’s progress.

Work Plan Development

City staff introduced the Work Plan agenda item by walking the group through a large format flow-chart describing the typical engineering process. This flow-chart was sent out to CDCT members and is included on page 6. With little time remaining in the meeting, the CDCT was unable to completely discuss the work plan so it was added to the May 25th meeting agenda. Questions and comments posed at this time included:

- The CDCT and City staff must speak the same language; engineering terms must be translated into plain English.
- Where is the starting point?
- How will we reach the public?
- Issues identification must include qualitative as well as quantitative issues.

Next Meeting: Agenda Setting

The last five minutes of the May 4th meeting were dedicated to agenda setting for the May 25th meeting. The CDCT was assigned to brainstorm potential elements of a public involvement plan to bring to the May 25th meeting. City staff will bring a work plan template detailing the sequencing and elements that go into a project work plan.

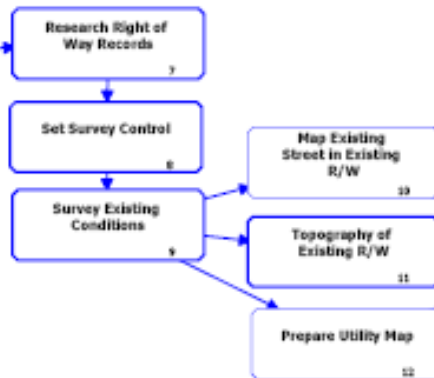
Name	4-May
Bailey, Laura	
Calciano, Frank	✓
Farkas, Paul	✓
Gardner, Lisa	✓
Gryc, Tina	✓
Hawley, Sherie	✓
Huestis, Hal	✓
Jacobson, Cris	”
Lorish, Fred	✓
McDonald, James	✓
Neet, Don	✓
Nielson, Clyde	✓
Reed, Jim	✓
Rowland, Mary	✓
Rude, John	✓
Schoening, Mark	✓
Starling, Ginny	”
Stewart-Smith, Meg	”
Treadway, Cathryn	✓
Verrijt, Francina	✓
West, Steve	✓
Wilken, Lyndell	✓
*Bayley, Carmen	✓
*Bishop, Diane	
*Donahue, Christine	✓
*Saranpa, Kathy	✓
*Farkas, Virginia	✓
*Wolling, Sue	
*Alternates	

Typical Engineering Process Timeline

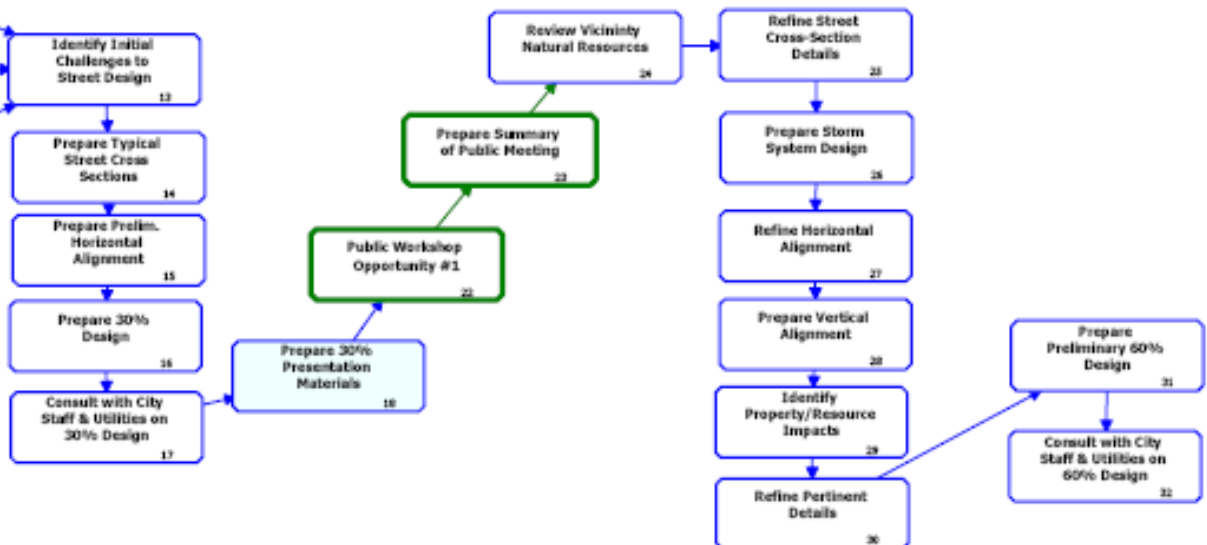
SCOPING 1 - 2 Months



DATA COLLECTION, SURVEYING AND MAPPING 2 - 3 Months



PRELIMINARY DESIGN 7 - 9 Months



Group Agreements

Crest Drive Community Team Group Agreements

Decision-making

- Follow the consensus model of building agreement through working collaboratively, the use of survey and people answering in the affirmative the following:
 1. I have heard and been heard in the process
 2. At this time this is the best solution and I support it.
- The CDCT CSS process is the sole design and public involvement process.
- Two City staff are included as participants in the decision process
- Official action may be taken by the committee when a quorum is present. A quorum shall consist of 16 of the appointed members.
- Alternates may participate in any CDCT discussions.
- Alternates attending in the absence of a member will participate in any decisions

Meetings

- The CDCT will meet monthly at a minimum, with meetings scheduled several months in advance. The meeting schedule will reflect the work plan and project pace, with additional meetings or workshops scheduled as appropriate.
- Meetings will be routinely scheduled for 2 hours.
- The agenda and any background material will be circulated electronically a week in advance of the meeting. The agenda will also be posted on the website.
- Members who are not attending are responsible for contacting the alternate about the meeting.
- The city will provide a recorder who will use public minutes and the minutes will be circulated with the agenda a week in advance of the next meeting.
- The meetings will be convened by the facilitator
- The Facilitator will use a “parking lot” or “issue bin” for questions and issues to be answered at an appropriate time in the future
- Each meeting will begin with an agenda review, and an agenda item for questions brought to the group.

- Agenda outline for the next meeting shall be planned at the previous meeting.

Communication

- Communication will be open, honest, and transparent and should reflect a “no surprises” philosophy
- Members will listen respectfully to each other, and assume good intentions
- Questions or issues arising about the process should be directed first to the CDCT for resolution
- Email shall be used sparingly for time-sensitive clarifying or procedural questions, and not for substantive issues, which are more appropriately addressed at the meeting. When appropriate, emails shall be addressed to the facilitator.
- City staff shall be able to meet their administrative and project-related responsibilities such as council updates, staff communication, and responses to media. Staff will make every effort to provide timely notice of pending city council updates, action, and any written materials related to the project.

Support

- An identified group of 5 +/- will assist and support facilitation of the process.

